

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-14				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-W-10-002			Contract Period 11/19/2009 To 11/18/2014 Base Option Period Number 2			Title of Work Assignment/SF Site Name EPA Green Workforce Support				
Contractor INDUSTRIAL ECONOMICS, INCORPORATED					Specify Section and paragraph of Contract SOW Pg. 1-5, Element 1					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 11/19/2011 To 06/01/2012				
Comments: The purpose of this action is to initiate Work Assignment 2-14. This work assignment continues the work not completed on Work Assignment 1-14.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
11/19/2009 To 11/18/2014										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name Scott Fontenot <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number 202-566-2236 FAX Number:			
Project Officer Name Cathy Turner <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-566-0951 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Jami Rodgers <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-4781 FAX Number:			

Statement of Work

Title: EPA Green Work Force General Support

Contract #: EP-W-10-002

Work Assignment Number: 2-14

Estimated Period of Performance: Date of issuance to June 1, 2012

Estimated Level of Effort: 404 Hours

Key EPA Personnel:

Project Officer:

Cathy Turner
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Work Assignment Manager:

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Background and Purpose:

This work assignment continues work performed under Work Assignment 1-14. Work has been completed on Task 1 and 3 and started on Tasks 2, 4 and 5. The contractor shall not duplicate work previously performed under Work Assignment 1-14.

A green workforce is a central element of a greener economy. EPA has a strong interest in a national workforce that is knowledgeable and skilled in appropriate EPA requirements and a workforce that understands safe and sustainable work practices that help advance a greener economy. EPA has an opportunity to promote workforce development at the community level as the Agency targets its work at EJ and other communities. EPA's targeted efforts to advance green workforce development are already playing an important role. As part of EPA's Integrated Environmental Strategies Division, the Green Workforce Development (GWD) team provides support and coordination on green workforce related activity across EPA. During FY11, the GWD team is focusing its work in four areas:

1. Community assistance – workforce development at EPA regional community-based environmental projects. The purpose of this effort is to build Regional evaluation and workforce development capability for EPA-led community-based projects.
2. Survey of EPA activities that promote a trained workforce. EPA's core programs rely on a trained workforce. This survey will assess and catalog regulations and program requirements that specify significant workforce development requirements. The survey will also assess workforce development at EPA's community-based projects and assess how EPA is helping to integrate environmental sustainability into traditional, everyday jobs.
3. Workforce development communications to regional staff, states, and the general public. For regional staff the purpose is to build expertise and promote project leveraging. For the general

public, the purpose is to convey EPA's position on promoting workforce development and to provide pointers for additional information.

4. Expand current EPA regional dialogues to State Environmental agencies. The purpose of this effort is to increase awareness, share experience, and identify resources for state environmental agencies.
5. Conduct analysis of workforce development issues to further EPA's policy to support workforce development (needs editing).

QUALITY ASSURANCE (QA) REQUIREMENTS

Check ☐ Yes or ☒ NO, if the following statement is true or false. The Contractor shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models with their technical proposal.

Work Assignment Managers will provide additional information here, if **Yes** is checked above

TASKS AND DELIVERABLES:

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

Task 1 – Prepare Workplan

The contractor shall prepare a workplan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, a detailed cost estimate by task and a staffing plan. The WA COR, Contract Level COR and the CO will review the workplan. However, only the CO can approve/disapprove the workplan. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

Deliverables and schedule under Task 1:

- 1a. Workplan within 15 calendar days of receipt of work assignment.**
- 1b. Revised workplan within 3 calendar days of receipt of comments from the Contracting Officer, if required.**

Task 2 -- Provide technical support at 4 to 5 EPA-led community-based projects (not completed) [Element 1: Planning and management support, page 1-5 of SOW]

IESD and ESD are jointly implementing an OSEM “Community Assistance – Workforce Development” project at six EPA-led community-based project to help design workforce development projects, explore improved workforce development measures; to help expand workforce development opportunities at community based projects, and to share collective learning. Under this task, the following support is requested:

1. Provide limited technical assistance on workforce related activities at for these projects or at other existing or prospective community-based projects. Technical assistance could include limited meeting facilitation, assessment of alternative funding sources, and labor force analysis at specific communities or specific job types.
2. Support the identification and analysis and implementation of workforce development opportunities at prospective or existing EPA community-based projects. Develop case studies to share collective learning with other EPA Regions. Individual support projects could extend 3 to 6 months with follow-up as needed.

Deliverables and schedule under Task 2:

- 2a. **Within one week of receiving an agency request or a requests via WAM, the Contractor shall meet/conference call with the designated official(s) and prepare plan to meet their technical assistance needs. Should the agency’s request be beyond the normal technical assistance outlined in the above-noted type, or request a technical assistance visit, the WAM shall contact the WAM regarding the proposed technical assistance. The WAM will issue technical direction accordingly to document the assistance.**
- 2b. **The Contractor, shall submit a cumulative summary of agency technical assistance in a monthly report, by category of assistance, including requested deliverables as well as a tracking of each agency’s hours used. Based on comments from WAM’s review of monthly summaries Technical Direction shall be used to revise/or direct further technical assistance use. The Contractor shall submit to the WAM and designated official all draft TA/deliverables prepared for each assignment according to the technical assistance plan.**

Task 3 – Assessment of EPA activities that promote a trained workforce

[Element 1: Planning and management support, page 1-5 of SOW]

The purpose of the assessment is to inform program managers, regional staff, States, and other Federal agencies about EPA’s substantial involvement in and influence on workforce development. The assessment is expected to help guide EPA’s future green workforce development activities and to encourage greater intra-Agency and inter-Agency coordination. The assessment will include a final report, a fact sheet, a companion PowerPoint presentation, and consist of three elements:

1. Identify and catalog major regulations and program requirements that specify significant workforce development requirements. (This is the primary element of the survey.)
2. Assess workforce development at EPA's community-based projects. This work will catalog EPA's community-based projects where there is a significant workforce development component.
3. Assess how EPA is integrating environmental sustainability into traditional, everyday jobs. This portion of the assessment will summarize some of the ways that EPA is responding to requests from employers, labor unions, professional and trade groups, and local and state governments to provide technical expertise to augment traditional workforce training programs.

Deliverables and schedule Task 3:

- 3a. Within 8 weeks of the WA initiation, the contractor shall submit a final report containing the assessment of EPA activities that promote a trained workforce.**
- 3b. Upon WAM approval of draft document revisions/review the Contractor shall revise the draft document into a final version within the approved timeframe.**

Task 4 --Provide technical support for writing and editing of Project Fact Sheets on Green Workforce Development [Element 1: Planning and management support, page 1-5 of SOW]

In consultation with the EPA WAM, the Contractor shall review applications, summaries, and progress reports for the community-based projects that are identified by EPA. EPA will provide the contractor with the background content as well as a model for the fact sheets. Also, EPA will provide a list of community-based projects. Based on the review, the contractor shall write draft fact sheets that summarize each project for an EPA audience. For each fact sheet, interesting data or metrics, worth reporting, will be referenced under the section "*Green Work Force Results, Outcomes, and Opportunities*." Contractor support on this task will allow EPA to screen and identify communities that should be selected for evaluative assistance on workforce development. The fact sheets will also summarize "*Lessons Learned*" for each project. The fact sheets should document: transferable lessons; successes or breakthrough moments; insights that are useful for Agency staff to know. The contractor shall review source material and draft factsheets and the documents for content, accuracy, consistence of usage and clarity of language for the intended audience (EPA personnel in OSEM).

The Contractor shall prepare a list of data, citations, and cited documents based on their review of the background content. The compilation should be inclusive; it is not limited to information that makes it into the fact sheets. The content of the compilation will be a useful reference source for EPA in advance of conducting evaluative assistance on workforce development. Preparation of the compilation will not require contacting people who are affiliated with the project.

Deliverables and schedule under Task 4:

- 4a. **Draft fact sheets.** After receiving technical direction and source documents from the EPA WAM, the Contractor shall provide EPA with the draft factsheets within three weeks of receiving technical direction from the WAM.
- 4b. **Final factsheet updates.** The contractor shall provide the WAM with final versions of the factsheets reflecting EPA comments no later than 7 calendar days after receiving EPA comments on the draft updates.
- 4c. **Compilation of data, citations, and cited documents.** The contractor shall prepare the compilation as they review the background content (source documents). The contractor shall provide the EPA WAM with the compilation within one week of submitting the draft fact sheets.

Task 5 -- Communicate workforce development information, reports, and analysis to EPA Regional Staff, States, and the general Public. [Element 1: Planning and management support, page 1-5 of SOW]

The purpose of this task is to develop Regional and State expertise and to promote workforce development at EPA-led community projects. This task will also develop products that will assist the Agency communicate basic green workforce development information to the public. The contractor will develop a compendium of workforce development Federal funding opportunities, organization assessments that describe the capacity and funding opportunities of major workforce development organizations, brochures, reports, and communication materials as directed by the WAM.

Deliverables and schedule under Task 5

- 5.1 **Within two weeks of receiving technical direction on proposed documents from the WAM the Contractor will hold discussion with the WAM and relevant GWD team members. The Contractor will obtain feedback from this discussion to develop an update plan.**
- 5.2 **Within one week of the Contractor meeting with the WAM, the Contractor will provide the WAM with proposed documents plan and timeline to complete the documents including suggested formats.**
- 5.3 **Upon WAM approval of the Contractor's proposed plan the Contractor shall provide the WAM with drafts of revisions based on the approved workplan/timeline/format.**
- 5.4 **Upon WAM approval of draft document revisions/review the Contractor shall revise the draft document into a final version within the approved timeframe. The contractor shall provide documents in the agreed upon software program best suited to graphics and end users.**